

BROMYARD & WINSLOW TOWN COUNCIL



MINUTES
F20/30 – F20/43

Finance & Properties Committee

Minutes of a meeting held on **Monday 9th March 2020**
at 7.00pm in the Council Chamber, Council Offices, Bromyard.

Members Present: Cllrs Franklin (Chairman), Brunsdon, Churchill, Collins, Davies, Law, Martin and Page

Officers Present: Karen Mitchell - Town Clerk /Responsible Finance Officer
Julie Crandon – Administrative Officer
3 members of the public

All attendees were made aware of the Fire Procedure and Recording of Meetings advices.

F20/30 Apologies

None – all members present.

F20/31 Declaration of Interests and written requests for dispensations

Cllr Lisa Law declared a Disclosable Pecuniary Interest in Item F20/39 as a tenant of the Old Vicarage.

Cllr Churchill declared a non-pecuniary interest in item F20/43 as a Trustee of Bromyard Recreation Ground charity.

Cllr Martin declared a non-pecuniary interest in item F20/43 as the Town Council's representative on the Bromyard Recreation Ground charity.

F20/32 Exclusion of Public and Press

IT WAS AGREED to exclude the Public and Press from items F20/39, F20/42 and F20/43 as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted.

F20/33 Minutes

The Minutes of the meeting held on Monday 10th February, 2020 were received, approved and signed by the Chairman as a correct record.

F20/34 Town Clerk's Report

1. Repairs and Renewals

- Two fence panels had been replaced between Rowberry Street car park and the Vicarage.
- CCTV cameras were being installed in the Old Vicarage.
- Repairs carried out to car park ticket machines (under warranty)

Signed / Initialled

2. Other items

- A review of notice boards, street signage, etc. to be presented to a future meeting. Referred by the Planning and Economic Development Committee (P20/28 2ii refers).
- Expression of interest form had been submitted to BBLP for both the “Lengthsman” and “Parish Path Partnership (P3)” scenes 2929/21, reflecting the obligation on Councils to complete their Annual Maintenance Plan, in order to obtain permission from Balfour Beatty Living Place for work on Herefordshire Council land.
- Herefordshire Council – Public Green Spaces Community Grant Scheme 2019/20 (C20/15) refers. The draft application is under preparation.
- Broadbridge – Hedge planting has been completed.

F20/35 Finance

a) Income and Expenditure by Budget Heading (February 2020)

It was RESOLVED to accept item a.

b) Bank Reconciliation (February 2020)

It was RESOLVED to accept item b.

CLlr Lisa Law was nominated to initial the Bank Statements and the Petty Cash book.

c) Bank Reconciliations (December 2019 quarter)

CLlrs **noted** the verification of bank reconciliations for the December quarter by CLlr Davies.

d) Top Sheet (February 2020)

It was RESOLVED to accept item d.

e) Accounts for Scrutiny

CLlrs reviewed the invoices and initialled the top sheet once they were satisfied.

	Company	Items	Net	VAT	Total
	Contract				
	A & E Fire & Security	Intruder alarm monitoring charge 01.02.20-31.01.20. Heritage Centre	295.00	59.00	354.00
	A & E Fire & Security	Fire alarm monitoring charge 01.03.20- 28.02.20 Old Vicarage	295.00	59.00	354.00
	A & E Fire & Security	Fire alarm monitoring charge 01.03.20-28.02.21 Heritage Centre	295.00	59.00	354.00
	WM Energy	ELEC Tenbury Rd charging point 01/01/20 - 31/01/20	37.75	1.89	39.64
	WM Energy	ELEC Town Council offices 01/02/20 - 31/01/20	224.63	44.93	269.56
	WM Energy	GAS Town Council offices 31/12/19 -31/01/20	296.15	59.23	355.38
	Rialtas Business Solutions Ltd.	Omega cashbook, sales ledger and purchase ledger annual support & maintenance	661.00	132.20	793.20
	R Wilks	Grounds Maintenance February 20	1,126.30	225.26	1,351.56
	R Wilks	Grounds Maintenance March 20	1,126.30	225.26	1,351.56

Signed / Initialled

Non-contract					
	SLCC	Practitioners Conference 2020 Town Clerk	105.00	21.00	126.00
	SLCC	Practitioners Conference 2020 Deputy Town Clerk	105.00	21.00	126.00
	Worcestershie CALC	ICCM training (Cemetery Management) Clerk and Deputy	200.00	40.00	240.00
	ACT Computers	Laptop & associated hardware delivery and installation	1,220.00	244.00	1,464.00
	HALC	Training 8.1.20 (Cllr D Dunne- Thomas)	40.00	8.00	48.00
Direct debit					
	WM Energy	ELEC Tenbury Road toilets 01/01/20 - 31/01/20	80.41	4.02	84.43
	WM Energy	GAS Heritage Centre 31/12/19 - 31/01/20	139.40	27.88	167.28

It was RESOLVED to accept item e.

f) Report of monthly payments

It was RESOLVED to accept item f. Cllr Martin signed the report for the month of February 2020.

g) Replacement Cheque

Item withdrawn. Cheque found by supplier.

F20/36

Grants

1. Members considered the following grant applications.
 - a) **It was RESOLVED** to grant to the Conquest Theatre Trust Ltd the sum of £250.00 for improvements to lighting in the theatre's foyer.
 - b) **It was RESOLVED** that the Repair Café application for £1,000 be deferred pending receipt of further information and representation by the applicant at the meeting.
 - c) **It was RESOLVED** to grant to the Royal British Legion Bromyard Branch the sum of £895.00 for the annual Bromyard RBL Poppy Festival commemorating VE & VJ Victory 75.
2. End of Grant Report Bromyard RBL (Op Pied Piper WW2 Evacuees) 08/11/2019 was received and noted.

F20/37

Health and Safety Update

1. Cllr Law gave a verbal report on the year 2 visit by Ellis Whittam on 20th February 2020.
2. Members reviewed the updated General Risk Assessment, noting that a significant number of items had been completed. Cllr Collins volunteered to assist Cllr Law to work through outstanding items.
3. Health and Safety training. It was agreed to book a training session with Ellis Whittam for all Councillors, to be held in June.
4. Health and Safety Policy – Following a review, it was **RESOLVED** that the Health and Safety Policy be confirmed without change.

F20/38

Tenbury Road Car Park

Members considered a request from the organisers of Bromyard Speed Festival to reserve car parking space immediately outside the Conquest Theatre for a display of 45 rally cars on Saturday 30th May from 4.30pm onwards.

Signed / Initialled

It was **RESOLVED** that the request be approved.

F20/40 Correspondence

Members noted receipt of a letter from a local resident regarding a personal injury after falling over a double kerb in Broad Street. The Clerk was instructed to forward the letter to Herefordshire Council as the Highways authority for the area.

Members noted a complaint from a visitor to the town in respect of a parking fine in Rowberry Street car park.

F20/41 Date of next meeting and items for future discussion

The date of the next scheduled meeting is Monday 20th April, 2020 at 7pm in the Council Chamber.

Exclusion of Public and Press

As resolved at F20/32, the meeting moved into confidential session to consider the following agenda items:

F20/39 Tenant Lease Review

Having declared a Disclosable Pecuniary Interest, Cllr Law left the chamber during discussion and voting on this item.

Members were circulated with tenancy and rental information for all tenants.

Following discussion, **it was RESOLVED** that:

- 1) There would be no general rent increase for the Old Vicarage and Heritage Centre tenancies at this time. A further review to be carried out as part of the budget setting process for 2021/22.
- 2) The Clerk/RFO to adjust monthly charges for the Heritage Centre for gas use, in line with costs and backdated to April 2018.

Cllr Law re-joined the meeting at this point.

It was RESOLVED that Standing Order no 3w be suspended to allow the meeting to extend beyond two hours.

F20/42 Quotations for CCTV coverage in the Tenbury Road car park

Cllr Collins reported that all three companies which had previously quoted had been invited to re-submit based on the User Requirement and Specification documents he had drawn up. Two quotations had been received however further liaison was required to ensure compliance with the brief.

It was RESOLVED that Cllr Collins be tasked with bringing proposals to the next Full Council meeting for consideration.

F20/43 Land Disposal

The Clerk provided an update from the Council's solicitor pertaining to the transfer of land to the Bromyard Recreation Ground Charity.

It was RESOLVED that work be temporarily paused pending submission of the Charity's Annual Return to the Charity Commission.

The meeting closed at 9.15 pm.

Signed / Initialled